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Bulletin Number	16687BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	ACCOUNT CLERK I
Exam Number	R0577H
Filing Type	Open Continuous
Filing Start Date	02/28/2013
Filing End Date	03/04/2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2292.09
Salary Maximum	3080.27
Position/Program Information	Performs accounting clerical work in the maintenance of accounting records within a comprehensive established framework of procedures, under general supervision. Note: For the purpose of providing a guideline to the use of the term scale in this specification, the following examples are offered:(Small Scale System)A departmental accounting system having approximately 200 appropriation and revenues accounts and cost centers.(Moderate Scale System) A segment of a general accounting system having approximately 2,000 appropriation, fund, proprietary, and revenue accounts and cost centers.-OR-An accounts payable, accounts receivable, or trust accounting system having approximately 5,000 active accounts.(Large Scale System)A general accounting system or segment thereof having approximately 100,000 appropriation, fund, proprietary and revenue accounts and cost centers. -OR- An accounts payable, accounts receivable, or trust accounting system having approximately 100,000 accounts.
Essential Job Functions	Serves as a clerical assistant to a higher level in-charge accounting position which has day-to-day responsibility for operation of the accounting system; does bookkeeping and associated financial-clerical work, spending a major portion of time performing a variety of tasks involved in maintaining the accounting records of a small general accounting system, or an accounts receivable, accounts payable or trust accounting system, and performs the work within a comprehensive established framework of procedures; such work involves (1) performing all of the following tasks: sorting, coding, verifying, and filing financial documents, posting by hand, machine or, through the initiation of computer input, to registers and subsidiary ledgers, and balancing to controlling accounts, and (2) performing at least some of the following: locating and tracing both posting and coding errors; listing errors and required adjustments; taking trial balances; assisting in the reconciling of accounts with the Auditor's abstract; compiling prescribed financial-statistical data and preparing highly standardized reports such as sales tax, mileage, and collection reports or other reports reflecting current account balances; and reconciling bank accounts affecting the balances of a large group of funds or revenue accounts and involving a large number of transactions.
Requirements	<p><u>MINIMUM REQUIREMENTS:</u></p> <p><u>OPTION I:</u> One year's clerical experience in bookkeeping assisting in the maintenance of a double entry accounting system and associated subsidiary records involving coding transactions and posting and balancing of ledgers, journals, and registers.</p>

OPTION II: One year's clerical experience in the maintenance of financial or statistical records involving the coding, recording, checking tabulations and computation of data and completion of a high school level course in bookkeeping or elementary accounting.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Office Practices and Procedures
- Customer Service
- Achievement and Orientation
- Dependability
- Customer Service Potential
- Customer Focus
- Conscientiousness, and
- Retention

NOTE: Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part (s) automatically transferred to this examination.

Applicants who are also concurrently applying for Account Clerk II, R0578F will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible Register.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:
<http://hr.lacounty.gov>
Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized portion of the test by going to the following website:
http://www.shldirect.com/practice_tests.html

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**Eligibility
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN
ONCE EVERY 12 MONTHS.****Available Shift**

Day

**Application and
Filing
Information**

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE (via electronic submission) ONLY**. Facsimile and hard copy applications will not be accepted.

Applicants may upload additional documents as attachments (e.g., diplomas, certificates, etc.). If you are unable to attach required documents, you must fax them to (213) 380-3681 anytime during the exam process.

We must receive your application by 5:00 p.m., PST, on the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES :

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application on-line using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](https://sjobs.brassring.com/11033/asp/tg/cim_jobdetail_preview.asp?PartnerID=25082&Si...)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Finance and Accounting
Job Type	Professional

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